

Exhibit A-4

HENLEY-YOUNG JUVENILE JUSTICE CENTER

Supervisor Incident Report Checklist

CHECKLIST

EACH INCIDENT REPORT WRITTEN WILL REQUIRE SUPERVISORS TO COMPLETE THE CHECKLIST. IF STAFF ANSWER NO TO ANY QUESTION, THE SUPERVISOR SHALL PERFORM A CORRECTIVE ACTION FOR STAFF TO CORRECT ANY ISSUE(S) WITH THE SUBMITTED REPORT BEFORE SUBMITTING TO ADMINISTRATION.

Resident Name

Date of Incident:

2-5-22

1. Did staff accurately state the who, what, when, and where in narrative? ☒ Yes ☐ No
2. Was verbal de-escalation used to de-escalate the situation? ☒ Yes ☐ No ☐ N/A
3. Is verbal de-escalation documented in the report? ☒ Yes ☐ No ☐ N/A
4. Was the nurse notified? ☐ Yes ☐ No ☒ N/A (If yes, please attach medical report)
5. Checked for spelling, grammar and adequate details? ☒ Yes ☐ No
6. All sections filled out completely? ☒ Yes ☐ No (If no, please send report back for corrections)
7. Was force used? ☐ Yes ☒ No If yes, state techniques used

8. Did staff thoroughly document all use of force techniques used? ☐ Yes ☐ No ☒ N/A
9. Was Mental Health notified? ☒ Yes ☐ No ☐ N/A
10. Youth Support Specialists notified? ☐ Yes ☐ No ☒ N/A
11. Did staff properly document the use of mechanical restraints? ☐ Yes ☐ No ☒ N/A
12. All staff involved submitted a report? ☒ Yes ☐ No

COMMENTS

Supervisor Signature: _____

Date: _____

HENLEY-YOUNG JUVENILE JUSTICE CENTER

UNUSUAL INCIDENT REPORT

INFORMATION ABOUT THE INCIDENT AND PERSON INVOLVED			
(1) Resident Name: [REDACTED]		(2) Resident Name: [REDACTED]	
(3) Resident Name: [REDACTED]		Date of Occurrence: [REDACTED]	
Time of Occurrence: 1330		Time of Report: 1534	
Person Reporting: YCP Jalisa Smith		Location of Incident: Harriet Tubman(Dpod)	
Type of Incident/Infraction Code: refusal to lockdown			
NARRATIVE (Describe what happen, how it happen, and factors leading to the incident. Was any verbal reasoning used to de-escalate the situation initially and/or during the incident? Be as specific as possible)			
<p>On February 5, 2022 at approx. 1330 YCP Tamicia Hamilton came to the Dpod door and told me that a code yellow had been called due to a fight on APod. and SYCP Tabetha Bouldin said to lock everyone down. Since I didn't hear the code yellow on my radio, I called SYCP Tabetha Bouldin to confirm. I instructed the Dpod boys to go up and lock down. They all refused. I asked the 2 more times and they still refused. They stated "It's no disrespect to you Officer Smith, but we aint going up. It's not fair. We aint even did nothing." At approx. 1340, I called SYCP Tabetha Bouldin on radio and informed her that the Dpod males were refusing to go up. She stated "Okay, we'll be down there in a minute." At 1345, [REDACTED] got up and closed everyone's doors so that they couldn't go in. At approx. 1400, SYCP Tabetha Bouldin came on the unit and asked "who all is refusing to go up?". I, YCP Jalisa Smith responded "They all are". She then responded "That's fine. They don't have to go up. We'll just let the judge know. Then 4 of the 7 Dpod males([REDACTED]) went and stood by their doors. Myself(YCP Jalisa Smith) and SYCP Tabetha Bouldin unlocked their <u>cells</u> and let them in. At this point, [REDACTED] still refused to go up. At approx. 1403, SYCP Bouldin instructed YCP Tamicia Hamilton to run and get the handcuffs and shackles. 1405, [REDACTED] got up and went and stood by his door. YCP Chris Griffin unlocked his <u>cell</u> and let him in. [REDACTED] still refused to go up. They became irate and they ran upstairs and started kicking doors and ran inside 2 rooms. Approx. 1430 SYCP Tabetha Bouldin came on the unit they would be getting moved back down to Apod if they didn't comply. They eventually calmed down, complied, and went in their rooms.</p>			
Staff Signature: [Signature]		Date: 2/5/2022	
Incident result in injury to resident? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Incident result in injury to staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, was treatment received? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Restraints used on resident #1, #2, or #3? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		For how long?	
If so, what kind of restraints? Choose an item [REDACTED]			
STAFF INVOLVED			
List below the title, and names of all the officers/staff involved.			
Title	Staff Name	Reason for Involvement	
YCP	Jalisa Smith	on duty	
SYCP	Tabetha Bouldin	on duty	
YCP	Tamicia Hamilton	on duty	
YCP	Chris Griffin	on duty	
EVENTS LEADING TO THE INCIDENT (place an (X) by the appropriate event)		THE CIRCUMSTANCE WHY FORCE WAS USED (place an (X) by the appropriate event)	
Searches	<input type="checkbox"/>	Preventing injury to self	<input type="checkbox"/>
Assault on staff	<input type="checkbox"/>	Preventing injury to staff	<input type="checkbox"/>
Assault on a resident	<input type="checkbox"/>	Preventing injury to other resident	<input type="checkbox"/>
Non-compliance	<input checked="" type="checkbox"/>	Preventing damage to property	<input type="checkbox"/>
Court appearance	<input type="checkbox"/>	Preventing an escape	<input type="checkbox"/>
Moving to another room	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>		

EMERGENCY BEHAVIOR MANAGEMENT CONFINEMENT

Emergency behavior management confinement shall only be a cooling off period for residents where placement of the resident in a room either locked or unlocked for the purpose of controlling out of control behavior, restoring order, correcting undesirable behavior and to achieve compliance with behavioral rules and expectations.

Was the resident placed in EBMC? ☐ Yes ☒ No

Date IN	Time IN	Date OUT	Time OUT
2/5/2022	14 00		

Shift Supervisor Approved EBMC? ☐ Yes ☒ No

Signature [REDACTED]

rest Rooms

HENLEY-YOUNG JUVENILE JUSTICE CENTER**UNUSUAL INCIDENT REPORT****INFORMATION ABOUT THE INCIDENT AND PERSON INVOLVED**

(1) Resident Name: [REDACTED]		(2) Resident Name: [REDACTED]	
(3) Resident Name: [REDACTED]		Date of Occurrence: 12-5-2021	
Time of Occurrence: 1405		Time of Report: 1500	
Person Reporting: SYCP Tabetha Bouldin		Location of Incident: Harriet Tubman (Dpod)	
Type of Incident/Infraction Code: Refusal to lockdown			

NARRATIVE (Describe what happen, how it happen, and factors leading to the incident. Was any verbal reasoning used to de-escalate the situation initially and/or during the incident? Be as specific as possible)

On 12-5-2021 at approximately 1340 I SYCP Tabetha Bouldin received a call on the radio. YCP Jalisa Smith informing me that the males on D-Pod was refusing to lock up due to the fight on the Rec Yard. I SYCP Bouldin told YCP Smith im in route to you once entering the unit Harriet Tubman. I asked YCP Smith "who all is refusing to go up" and YCP Smith said all of them. I SYCP Bouldin said thats fine we will let the judge know and Mr. Crisler about there behavior and non compliance. At approx. 1403, I SYCP Bouldin instructed YCP Hamilton to go retrieve the handcuffs and shackles due to [REDACTED] kicking doors. At 1405 YCP Griffith started using verbal commutation with the residents to enter their rooms. YCP Griffith unlocked [REDACTED] door he entered with no problems. I SYCP Bouldin started verbal commutation with [REDACTED] if the residents didn't want to comply and enter the rooms they will be moved back to A-pod unit. They eventually calmed down and went in their rooms and apologizing as well.

Staff Signature: <i>Tabetha Bouldin</i>	Date: 12-5-2021
Incident result in injury to resident? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Incident result in Injury to staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, was treatment received? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Restraints used on resident #1, #2, or #3? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	For how long?
If so, what kind of restraints? Choose an item [REDACTED]	

STAFF INVOLVED

List below the title, and names of all the officers/staff involved.

Title	Staff Name	Reason for Involvement
Youth Care Professional	[REDACTED]	On Duty
Youth Care Professional	Jalisa Smith	On Duty
Youth Care Professional	Chris Griffith	On Duty
Senior Youth Care Professional	SYCP Bouldin	On Duty

EVENTS LEADING TO THE INCIDENT (place an (X) by the appropriate event)	THE CIRCUMSTANCE WHY FORCE WAS USED (place an (X) by the appropriate event)
Searches <input type="checkbox"/> Assault on staff <input type="checkbox"/> Assault on a resident <input type="checkbox"/> Non-compliance <input checked="" type="checkbox"/> Court appearance <input type="checkbox"/> Moving to another room <input type="checkbox"/> Other: <input type="checkbox"/>	Preventing injury to self <input type="checkbox"/> Preventing injury to staff <input type="checkbox"/> Preventing injury to other resident <input type="checkbox"/> Preventing damage to property <input type="checkbox"/> Preventing an escape <input type="checkbox"/> Other: <input type="checkbox"/>

EMERGENCY BEHAVIOR MANAGEMENT CONFINEMENT

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Was the resident placed in EBMC? ☐ Yes ☒ No

Date IN	Time IN	Date OUT	Time OUT
2-5-22	1435	[REDACTED]	[REDACTED]

Shift Supervisor Approved EBMC? ☒ Yes ☐ No

Signature *Tabetha Bouldin*

HENLEY-YOUNG JUVENILE JUSTICE CENTER**UNUSUAL INCIDENT REPORT****INFORMATION ABOUT THE INCIDENT AND PERSON INVOLVED**

(1) Resident Name: [REDACTED]		(2) Resident Name: [REDACTED]	
(3) Resident Name: [REDACTED]		Date of Occurrence: 12-5-2021	
Time of Occurrence: 1405		Time of Report: 1500	
Person Reporting: YCP Christopher Griffith		Location of Incident: Harriet Tubman (Dpod)	
Type of Incident/Infraction Code: Refusal to lockdown			

NARRATIVE (Describe what happen, how it happen, and factors leading to the incident. Was any verbal reasoning used to de-escalate the situation initially and/or during the incident? Be as specific as possible)

On 12-5-2021 at approximately 1405 I YCP Christopher Griffith was called to Harriet Tubman (Dpod) due to residents didnt want to comply with YCP Smith and SYCP Bouldin. After asking them multiple times to go their rooms. I YCP Griffith started verbal commutation with the residents and once i opened the door to [REDACTED] room and he entered with with no problem. [REDACTED] still didnt want to enter their rooms.

Staff Signature: [Signature]	Date: 12-5-2021
Incident result in injury to resident? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Incident result in Injury to staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, was treatment received? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Restraints used on resident #1, #2, or #3? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	For how long?
If so, what kind of restraints? Choose an item [REDACTED]	

STAFF INVOLVED

List below the title, and names of all the officers/staff involved.

Title	Staff Name	Reason for Involvement
Youth Care Professional	[REDACTED]	On Duty
Youth Care Professional	Jalisa Smith	On Duty
Youth Care Professional	Chris Griffith	On Duty
Senior Youth Care Professional	SYCP Bouldin	On Duty

EVENTS LEADING TO THE INCIDENT (place an (X) by the appropriate event)	THE CIRCUMSTANCE WHY FORCE WAS USED (place an (X) by the appropriate event)
Searches <input type="checkbox"/> Assault on staff <input type="checkbox"/> Assault on a resident <input type="checkbox"/> Non-compliance <input checked="" type="checkbox"/> Court appearance <input type="checkbox"/> Moving to another room <input type="checkbox"/> Other: <input type="checkbox"/>	Preventing injury to self <input type="checkbox"/> Preventing injury to staff <input type="checkbox"/> Preventing injury to other resident <input type="checkbox"/> Preventing damage to property <input type="checkbox"/> Preventing an escape <input type="checkbox"/> Other: <input type="checkbox"/>

EMERGENCY BEHAVIOR MANAGEMENT CONFINEMENT

Emergency behavior management confinement shall only be a cooling off period for residents where placement of the resident in a room either locked or unlocked for the purpose of controlling out of control behavior, restoring order, correcting undesirable behavior and to achieve compliance with behavioral rules and expectations.

Was the resident placed in EBMC? ☐ Yes ☒ No

Date IN	Time IN	Date OUT	Time OUT
[REDACTED]	1435	[REDACTED]	[REDACTED]

Shift Supervisor Approved EBMC? ☐ Yes ☒ No

Signature [Signature]

HENLEY-YOUNG JUVENILE JUSTICE CENTER

SHIFT REPORT

Before the end of each shift, shift supervisors shall complete the shift report documenting the shifts daily activities. This is mandatory for all shift supervisors. A completed shift report shall be forwarded to the facility's Executive Director as well as the Operations Manager.

DAILY SHIFT REPORT

Shift: Alpha Shift (7 a.m. -3 p.m.) Date: 2-5-22Supervisor on Duty: Bouldin

OPEN COUNT		CLOSING COUNT	
MALES/JCAA MALES	FEMALES	MALES/JCAA MALES	FEMALES
4 / 26	1 HY / 1 JCA	4 / 26	1 HY / 1 JCA

POST ASSIGNMENT

Central Control: BouldinIntake: WaitsWalter Payton: M & GeeOssie Davis: PickettJ.F.K.: HamiltonHarriet Tubman: Smith

OFF DUTY OFFICERS

EA: Marshall / Blue / Collins / Davis / Mallard
 PL: Gatewood / _____ / _____ / _____ / _____

Call in/No Shows: _____

Comments: _____

MEDICAL

Juveniles refused for medical reason(s) prior to admission because of alleged injury, or sickness:

Juveniles returned to the facility by arresting transporting agency after receiving medical treatment:

Number of residents escorted to medical for assessment, treatment, injuries and/or sickness: 25Number of residents transported to outside facilities for medical/mental health reasons: 1

EDUCATION

Number of resident attending school: 0

Number of resident not attending school: _____

Reason each child did not attend school: _____

RESIDENT SUPERVISION

State all residents placed on suicide watch including date/time.

1. _____ 2. _____ 3. _____ 4. _____

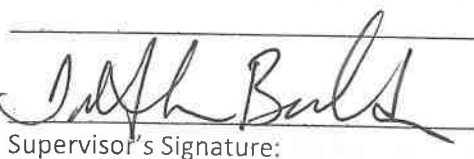
Date/Time: _____ Date/Time: _____ Date/Time: _____ Date/Time: _____

How many incidents occurred: 2 Reports written on all incidents? yes, if no, state reason why a report was not written. _____**INTAKE**

BOOKED	PARENT(S) CONTACTED	RELEASED
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.
10.		10.
11.		11.
12.		12.

SUPERVISOR STAFF MEETING

Topic of discussion: _____



Supervisor's Signature:

2-5-22

Date: